

DDA 87-0111
21 January 1987

MEMORANDUM FOR: See Distribution

FROM:
DDA Managment Staff

SUBJECT: Inventory of Corry-Jamestown Furniture

1. In an effort to get a handle on the amount of furniture that is required for the New Headquarters Building (NHB), request that your office complete the attached (Attachment B) inventory of your existing Corry-Jamestown furniture (if any). Your particular offices have been selected based upon Attachment A "space assignments" for the NHB. It should be noted that this list is not necessarily final and is subject to change.

2. Please forward your inventory to the DDA/Management Staff by COB 30 January. A follow-on task to identify additional furniture requirements based upon the number and types of positions that will move to the NHB will occur once a full inventory is completed.

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Attachments
As stated

Distribution:

Director of Finance
Director of Information Technology
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training & Education

45-8

21Jan87

Distribution:

- 1 - Addressees w/att
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